



CONNECTICUT STATE
COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION

**STATE OF CONNECTICUT
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB ANNOUNCEMENT
December 6, 2013**

DIRECTOR OF BUDGETS AND PLANNING

Open to: The Public
Location: 39 Woodland Street, Hartford, CT
Shift/Hours: Full-time, 40 hours per week
Salary: Commensurate with experience
Closing Date: December 23, 2013

General Definition:

Reporting to the Chief Financial Officer, the Director of Budgets and Planning supervises full- and part-time staff; develops and manages the BOR, state universities, community colleges and Charter Oak State College budgets and planning processes, including cost center budgeting, to assure the integrity of its spending plan and contribute to sound fiscal management. The position is located at the System Office and serves as a resource to the universities and colleges and the Board of Regents for the management of the annual spending plan, mid-year update and quarterly reports. The position is also the central officer for biennial spending plans as well as systemwide tuition and fee requests. The systemwide operating budget is in excess of \$1 billion.

Essential Duties:

- Develop and manage the systemwide and System Office spending plan processes. This includes such actions as developing guidelines and instructions, providing additional guidance to financial officers of universities, colleges and System Office staff on proper spending plan procedures, reviewing spending plan requests for soundness and reasonableness, consulting with universities' financial staff on modifications to submittals, developing clear and comprehensive revenue and spending plan documents and presenting the plan to System senior management, the Board of Regents and other state fiscal oversight bodies.
- Develop and manage the biennial budget, a two-year budget plan submitted to the Governor's Office. This includes providing guidance to the financial officers of the universities and colleges on the preparation of the biennial budget, development of biennial personal services costs, and consolidation of systemwide submissions into one coherent budget package.
- Develop and manage the systemwide and System Office cost center budgeting processes. This includes such actions as development of and enhancement to the cost center budgeting automated model, development of guidelines and instructions, additional guidance and hands-on assistance to university budget personnel and System Office staff, review of cost center budget submissions, development of a clear and comprehensive cost center budgeting summary, and presentation of the cost center budget to System senior management and the Board of Regents.

- Manage the systemwide tuition and fee request process by developing templates and models, publishing guidelines and offering assistance to university and college financial staffs; analyze requests; develop summaries and present to System senior staff, Board of Regents, and other state fiscal oversight bodies.
- Manage the System Office budget allocation by account to each department within System Office including the approval of requisitions and overrides in the IT System. Furnish training as required and develop and provide reporting tools.
- Develop, prepare, and present complex reports and financial statements on areas of fiscal control, such as general fund and tuition allocations, general fund block grant allotments, etc. Research and respond to various requests for information from internal and external contacts.
- Consolidate system level financial reports.
- Support IT initiatives as they relate to overall financial controls and capabilities.

Qualifications and Requirements:

Master's degree in a related field (accounting, financial management or public administration) and a minimum of seven (7) years' experience in accounting, budgeting, or financial management.

Demonstrated ability to develop complex and involved spending plans and cost center budgets, to link spending plans to strategic plans, to formulate tuition and fee requests and long-range spending projections. Demonstrated ability to produce accurate and useful financial reports and analyses according to professionally accepted accounting and budgeting methods. Demonstrated ability to apply sound professional judgment and initiative. Demonstrated ability to supervise and direct the work of professional staff.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Personal Attributes:

Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with financial executives at remote locations essential. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses. High level of integrity and dependability with a strong sense of urgency and results-orientation.

Other Skills & Abilities:

PC proficiency (Windows environment) is required; a working knowledge of CoreCT (Oracle) is desired; familiarity with Banner is preferred. Ability to learn new computing skills and adapt to new tools.

Application Instructions:

Please submit (email preferred) a cover letter, detailed resume, BOR Employment Application and contact information for three professional references to:

Board of Regents for Higher Education
ATTN: Director of Budgets & Planning Position
61 Woodland Street
Hartford, CT 06105-2337

Email: jobs@ct.edu
Website: www.ct.edu

Application materials must be postmarked or submitted on or before December 23, 2013. Incomplete or late application packages received after the deadline may be discarded. A BOR employment application can be found on our website at <http://www.ct.edu/files/pdfs/Employment-Application.doc>

***The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer,
M/F. Protected group members are strongly encouraged to apply.***

